



SEND A COVER LETTER
TOGETHER WITH A COMPLETED
CITY APPLICATION/RESUME
TO:

CITY OF TAKOMA PARK
7500 Maple Avenue
Takoma Park, MD 20912

Phone: 301-891-7201
Fax: 301-270-8794
Jobline: 301-891-7201

www.cityoftakomapark.org

The City of Takoma Park is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, military service or disability in employment or in the provision of services.

Reasonable accommodation provided upon request.

Applicants tentatively selected for this position will be required to submit to any required tests to screen for illegal drug and alcohol use prior to appointment. Application evaluation will involve interviews, written tests and/or other appropriate screening tools.



Employment Opportunities

Recreation Coordinator for Sports Program

Full-Time

GRADE - 24

Hourly Range: \$15.21 - \$17.12

Depending on Qualifications

+ Excellent Benefits

The City of Takoma Park is seeking an enthusiastic Recreation Sports Coordinator to promote health and fitness in the community. Incumbent coordinates all aspects of the Recreation Department's sports and wellness programs and activities to include the "YES" (Youth Exposed to Success) basketball league, t-ball and adult softball league, indoor soccer league, fitness programs and various sports clinics for youth and adults.

TYPICAL DUTIES:

- Provide instruction for classes or skills clinics to the community.
- Organize tournaments.
- Interpret and enforce all rules, regulations and policies set forth by the City of Takoma Park and the Recreation Department.
- Promote physical fitness to people of all ages in the community.
- Monitor and assess the safety conditions of the building and facilities used in the sports programs.
- Recruit and train volunteers to be used as coaches, scorers and timekeepers, and security.
- Develop and manage sports related specialty camps and field trips.
- Assist in hiring new personnel for sports programs and other Recreation Department related opportunities.
- Supervise department field trips as needed.
- Participate in Recreation Department staff meetings as an integral member of the team.
- Supervise Community Center patrons (game room, teen room, classes, lobby).
- Drive the recreation van on and as needed basis.
- Input recreation data electronically as needed.
- Assist supervisor with work plans and subsequent evaluations for part time staff.
- Research and implement new sports related trends and programs.
- Coordinate with other Recreation Department personnel to promote citywide recreation initiatives.
- Participate in communication/ marketing efforts via print, electronic, phone and other appropriate methods.
- Seek out and develop new partnership opportunities.
- Develop City health and wellness initiatives to improve staff and residents overall health.
- Performs other related duties as assigned or apparent.
- See Recreation Program Coordinator Class Specification for additional job duties.

MINIMUM QUALIFICATIONS:

Associate's degree or equivalent from an accredited two-year college or technical school; and,

Six months to one year of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Excellent listening skills and the ability to think critically and sensitively are extremely important. Must have a high degree of initiative, and the ability to work productively in a dynamic environment.

Licenses and Certifications:

Basic First Aid and CPR (desirable).

Valid State Driver's License.

SELECTION PROCESS:

Phase 1: Review of applications and resumes to determine the extent and relevancy of experience and training as it pertains to the Recreation Program Coordinator class specification. Application evaluation may involve written tests and/or other appropriate screening tools.

Phase 2: Interview - Applicants will be interviewed by a team.

Phase 3: Employment Background Check - Employment background check will consist of reviewing past and current job performance; driving & criminal background check.

Applicant must score satisfactorily on all phases in order to qualify for the position.

CLOSING DATE:

Submit letter of interest, resume or application and any other relevant materials to the Human Resources Department by 5 p.m. on October 2, 2007.

For a complete copy of the official class specification, please contact the Human Resources Department. Applicants who meet the requirements and qualifications for the job will be invited for interviews and other appropriate screening processes.

